
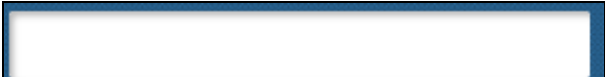








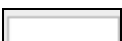


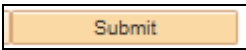

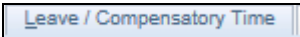
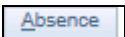
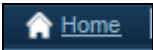
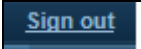
Report Time - Punch Timesheet with Project, Activity, and Overtime

Step	Action
1.	Click in the User ID field. 
2.	a valid value e.g. Enter " kerry.dennis " into the User ID field.
3.	Click in the Password field. 
4.	a valid value e.g. Enter " welcome1 " into the Password field.
5.	Click the Sign In button. 
6.	The CONNECT HCM home page includes "pagelets" which is a small window that provides quick access and view to summary information. It also includes the Employee Self Service Links pagelet which allows for quick navigation to the most visited CONNECT pages.
7.	Click the Timesheet link. 
8.	You can use the Previous Week and Next Week hyperlinks to navigate forward and backwards. Employees may report time for up to 3 previous pay periods.
9.	Click in the In field. 
10.	a valid value e.g. Enter " 8a " into the In field.
11.	Click in the Lunch field. 
12.	a valid value e.g. Enter " 12p " into the Lunch field.
13.	Click in the In field. 
14.	a valid value e.g. Enter " 1p " into the In field.
15.	Click in the Out field. 
16.	a valid value e.g. Enter " 5p " into the Out field.
17.	Click the Time Reporting Code drop-down list. 

Step	Action
18.	Click the 01 REG - Regular Time list item. 
19.	Click in the In field. 
20.	a valid value e.g. Enter " 8a " into the In field.
21.	Click in the Lunch field. 
22.	a valid value e.g. Enter " 12p " into the Lunch field.
23.	Click in the In field. 
24.	a valid value e.g. Enter " 1p " into the In field.
25.	Click in the Out field. 
26.	a valid value e.g. Enter " 5p " into the Out field.
27.	Click the Time Reporting Code drop-down list. 
28.	Click the 01 REG - Regular Time list item. 
29.	Click in the In field. 
30.	a valid value e.g. Enter " 8a " into the In field.
31.	Click in the Lunch field. 
32.	a valid value e.g. Enter " 12p " into the Lunch field.
33.	Click in the In field. 
34.	a valid value e.g. Enter " 1p " into the In field.
35.	Click in the Out field. 
36.	a valid value e.g. Enter " 5p " into the Out field.
37.	Click the Time Reporting Code drop-down list. 
38.	Click the 01 REG - Regular Time list item. 

Step	Action
39.	<p>To add additional time for a specific day, click the plus sign in the right hand column to insert a new row for that day. This might include Comp Time or Overtime.</p> <p>Click the Add a new row at row 3 button.</p> 
40.	<p>Click the Time Reporting Code drop-down list.</p> 
41.	<p>Click the 02 OVT15 - Overtime list item.</p> 
42.	<p>Click in the Quantity field.</p> 
43.	<p>a valid value e.g. Enter "1" into the Quantity field.</p>
44.	<p>If the overtime is related to a project, the employee would select a Project and Activity ID.</p> <p>Click the Look up Project ID button.</p> 
45.	<p>Click the COURT OPS link.</p> 
46.	<p>Click the Look up Activity ID button.</p> 
47.	<p>Click the OT-JURY link.</p> 
48.	<p>Click in the In field.</p> 
49.	<p>a valid value e.g. Enter "8a" into the In field.</p>
50.	<p>Click in the Lunch field.</p> 
51.	<p>a valid value e.g. Enter "12p" into the Lunch field.</p>
52.	<p>Click in the In field.</p> 
53.	<p>a valid value e.g. Enter "1p" into the In field.</p>
54.	<p>Click in the Out field.</p> 
55.	<p>a valid value e.g. Enter "5p" into the Out field.</p>
56.	<p>Click the Time Reporting Code drop-down list.</p> 

Step	Action
57.	Click the 01 REG - Regular Time list item. 
58.	Click in the In field. 
59.	a valid value e.g. Enter " 8a " into the In field.
60.	Click in the Lunch field. 
61.	a valid value e.g. Enter " 12p " into the Lunch field.
62.	Click in the In field. 
63.	a valid value e.g. Enter " 1p " into the In field.
64.	Click in the Out field. 
65.	a valid value e.g. Enter " 5p " into the Out field.
66.	Click the Time Reporting Code drop-down list. 
67.	Click the 01 REG - Regular Time list item. 
68.	Click the Add a new row at row 8 button. 
69.	Click the Time Reporting Code drop-down list. 
70.	Click the 02 OVT15 - Overtime list item. 
71.	Click in the Quantity field. 
72.	a valid value e.g. Enter " 1 " into the Quantity field.
73.	Click in the Project ID field. 
74.	a valid value e.g. Enter " court " into the Project ID field.
75.	Click the COURT OPS object. 
76.	Click the Look up Activity ID button. 
77.	Click the OT-LAND RCDS link. 

Step	Action
78.	Click the Submit button. 
79.	Click the OK button. 
80.	The Summary tab summarizes worked overtime and comp time hours by day.
81.	Click the Leave / Compensatory Time tab. 
82.	Leave and Comp Time balances can be viewed on the Leave/Compensatory Time tab.
83.	Click the Absence tab. 
84.	The Absence tab can be used to launch an absence request. This topic will be explored in more detail in the Absence Management UPKs. All accrued absence balances can be viewed at the bottom of the timesheet page.
85.	Click the Home link. 
86.	Click the Sign out link. 
87.	You have completed reporting 40 REG time hours on a punch timesheet with an additional 2 hours worked on a project using overtime. End of Procedure.